

**This is a draft policy intended for use with the Writing Policy Guidance Tool annotated for the WebEx. It is NOT intended as a model. As explained in the Nov. 4, 2010 WebEx, it has some strengths and some deficiencies.**

## **X High School Draft Policy Writing and Communications Policy**

### **Development and Decision-Making**

The school-based decision making council shall

- be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453 and the Kentucky Core Academic Standards.

A literacy team shall

- be organized to analyze and evaluate strengths and needs of the writing program;
- determine the professional development needs for the program based on that analysis and evaluation and make recommendations to the school administration;
- work collaboratively to develop the school's writing plan. The writing plan shall be a living document revised annually to address changing program needs and changing student needs; and
- report annually to the SBDM council to make recommendations regarding policy.

### **Communication Skills**

The school's writing/communications program shall

- be developed and implemented as a component of the school's literacy program;
- provide regular, developmentally-appropriate opportunities for students to use **writing to learn, writing to demonstrate learning, and writing for publication** across the curriculum. Instruction in writing for publication shall be organized to address a variety of audiences and purposes and shall represent the growth and interests of students over time. "Publication" shall be considered in the larger 21<sup>st</sup> century literacy context (e.g., writing and delivering a speech, use of multi-media within writing samples, electronic/digital publications); and
- shall be horizontally and vertically aligned ensuring students mastery of core academic standards.

Teachers will

- provide purposeful and meaningful literacy and writing instruction; and
- utilize 21<sup>st</sup> century technologies to support the teaching of communications and writing standards.

Students shall be actively engaged in using communication skills regularly in every class, across all grades and content areas.

### **Grading Procedures and Feedback for Written and Communications Skills**

Teachers across the curriculum shall

- use writing to help students self-assess and reflect upon their progress and growth in writing and communication;
- utilize multiple forms of assessment as appropriate for the learning goals (e.g., formative assessment during the writing process; summative assessment after publication; student self-assessment as reflection);
- evaluate writing based upon the criteria for effective writing identified in the current Kentucky standards (e.g., focus, audience, organization). A variety of rubrics based on the criteria (e.g., teacher-made, student-made, the *Kentucky Writing Scoring Rubric*) shall be utilized appropriately to evaluate student writing; and
- Provide students regular feedback (e.g., conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process (e.g., prewriting through publication.)

Students shall

- write and use communication skills regularly in all classes utilizing 21<sup>st</sup> century technologies to support their learning; and
- collect their writing and communications utilizing multiple methods of storage (e.g., paper portfolios, electronic storage) as appropriate.

## **Portfolio Analysis**

The school shall organize a team to review student portfolios regularly and to determine recommendations for instructional planning for the next school year.

Student instructional portfolios will consist of drafts, completed pieces, conferencing notes, and the three types of writing. The analysis of these instructional portfolios shall be used to inform classroom and whole school instructional strengths and areas of need. The students' instructional portfolios will follow them from grade to grade and school to school and shall be reviewed regularly and used during instruction by teachers of the respective students. At regular intervals indicated within the writing plan, students shall submit their best work for review.

## **References**

KRS 158.6453

Kentucky Core Academic Standards